

## **63A-9-101. Definitions.**

(1) (a) "Agency" means each department, commission, board, council, agency, institution, officer, corporation, fund, division, office, committee, authority, laboratory, library, unit, bureau, panel, or other administrative unit of the state.

(b) "Agency" includes the State Board of Education, the Office of Education, each Applied Technology Center, the board of regents, the institutional councils of each higher education institution, and each higher education institution.

(c) "Agency" includes the legislative and judicial branches.

## **63A-9-101. Definitions.**

(6) (a) "Motor vehicle" means a self-propelled vehicle capable of carrying passengers.

(b) "Motor vehicle" includes vehicles used for construction and other nontransportation purposes.

(7) "State vehicle" means each motor vehicle owned, operated, or in the possession of an agency.

## **63A-9-401. Division -- Duties.**

(1) The division shall:

- (a) perform all administrative duties and functions related to management of state vehicles;
- (b) coordinate all purchases of state vehicles;
- (c) establish one or more fleet automation and information systems for state vehicles;

## **63A-9-401. Division -- Duties.**

- (d) make rules establishing requirements for:
  - (i) maintenance operations for state vehicles;
  - (ii) use requirements for state vehicles;
  - (iii) fleet safety and loss prevention programs;
  - (iv) preventative maintenance programs;
  - (v) procurement of state vehicles, including vehicle standards, alternative fuel vehicle requirements, short-term lease programs, equipment installation, and warranty recovery programs;

## **63A-9-401. Division -- Duties.**

- (vi) fuel management programs;
- (vii) cost management programs;
- (viii) business and personal use practices, including commute standards;
- (ix) cost recovery and billing procedures;
- (x) disposal of state vehicles;
- (xi) reassignment of state vehicles and reallocation of vehicles throughout the fleet;
- (xii) standard use and rate structures for state vehicles; and
- (xiii) insurance and risk management requirements;
- (e) establish a parts inventory;

